



# **Madison County**

## **Vacancy Announcement**

### **Human Resources Director**

#### **General Definition of Work**

Performs complex professional work planning, organizing, directing, and developing human resources functions, administering various human resources related programs, coordinating activities with County Manager and other departments, maintaining records, preparing reports, and related work as apparent or assigned.

FSLA Status: Exempt

#### **Essential Functions**

- Administers policies, programs and rules within the County Personnel Ordinance and related policies.
  - Develops, implements, and administers a wide variety of personnel systems designed to recruit, hire, train, motivate and retain employees.
  - Works with management, department heads, supervisors, and employees in identifying and addressing conflict, communication barriers, or other problems that negatively impact morale, employee engagement and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of productivity; assists with determining appropriate disciplinary and grievance responses.
  - Reviews and makes recommendations regarding county reclassification and new position requests; assists the County Manager with reorganization efforts; composes and/or revises job descriptions, performs salary surveys, and makes recommendation for grade assignment.
  - Coordinates the hiring process for departments.
  - Coordinates compliance with various laws relating to public employment as well as recommending and implementing procedural changes as needed regarding FLSA, FMLA, ADA, and EEO.
  - Conducts investigations regarding complaints of violations of county policy and develops recommendations regarding appropriate disciplinary action.
  - Participates in the recruitment and selection programs for the County; advertisement of job openings; screens applications; assists with developing interview questions; participates in interviews when needed; coach's supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness.
  - Plans, develops, and presents employee training programs on a variety of human resources related issues.
  - Recommends, develops, and implements programs and actions promoting teamwork within and among departments and develops ways to recognize noteworthy and/or superior employee performance.
  - Recommends programs and methods that recognize, encourage, and reward the longevity of valued experienced employees.
  - Responds to surveys and requests for information; determines best way to retrieve information; designs report formats to meet needs.
  - Ensures compliance with drug testing policy and procedures.
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- Monitors, reviews, and revises human resources related policies; researches and stays abreast of personnel trends and recommends new or revised programs, emphasis, or procedures; drafts new policies and procedures for management consideration.
- Maintains custody of each personnel file for each County employee in accordance with GS 153A-98.
- Oversees Workers Compensation Program and compliance with OSHA requirements.
- Performs and/or directs the creation of analytical studies, review findings, evaluate alternatives, and prepare reports and presentations as necessary.
- Attends a wide variety of meetings during both workday and evenings.
- Carries out special projects and initiatives.
- Performs other duties as assigned or required.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including testing and selection, wage and salary, training, employee relations, benefits, insurance programs and risk management; thorough knowledge of local government organization and administration; thorough skill operating standard office equipment and related hardware and software; ability to present facts and recommendations effectively both orally and in writing; ability to generate recommendations towards human resources related policies, forms, publications and communications to employees; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise and review the work of subordinates; ability to establish and maintain effective working relationships with County officials, vendors, associates and the general public.

### **Education and Experience**

Requires a bachelor's degree, master's preferred in Public Administration, Business Administration, Human Resources Management, or a related field from an accredited college or university. Three or more years of progressively responsible administrative experience as a department head or at a management level in local government preferred. An equivalent combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the duties of the position will be considered.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Appropriate training will be provided and must be completed upon hire and on an ongoing basis. Valid driver's license in the State of North Carolina.

**Salary Range**

\$50,000.00 – 60,000.00 based upon education and experience.

This position comes with a benefits package including participation in LGERS (a defined benefit retirement plan), paid health insurance, dental, eye and other supplemental insurances, as well as paid vacation, sick, and holiday time.

**Where to Apply:**

The position is open until filled. Submit a North Carolina State Application (PD107) with a cover letter to Madison County Human Resources. To obtain an application, visit [PD107-7.2022.pdf](#) ([madisoncountync.gov](http://madisoncountync.gov)) Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Lane, Marshall, or mailed to Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

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